

~~S-E-C-R-E-T~~

NOTICE NO.
LN 25-100-2

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TRAINING
16 November 1955

SUBJECT: Logistics Supervisory Training Program (Fall Series)

1. Beginning 30 November 1955, a three-week series of Supervisory Training Conferences will be held under the sponsorship of the Personnel and Training Branch, Administrative Staff. The purpose of this series will be to bring supervisors up-to-date on current practices, and to discuss areas of common concern in the field of supervision.

2. Training sessions will consist of formal presentations, group discussions, training films, and guest speakers. Emphasis will be placed on the practical approach toward supervisory problems.

3. In order to accommodate as many supervisors as possible, identical sessions will be held twice weekly from 1330 - 1500 on Wednesdays and Fridays in room 2241, R&S Building.

4. The program will be geared for all levels of supervision, Division Chiefs and below. Each Division and Staff Chief is requested to submit a list of supervisory personnel to the Office of Logistics Training Officer, room 2C-59, not later than Friday, 25 November 1955. Supervisors will be selected from among those who did not attend this program in May - June 1955. Supervisors will be required to attend all three sessions. An appropriate certificate will be issued to each individual completing the program, a copy of which will be included in his official Personnel Folder.

5. Names will be submitted in accordance with the following quotas:

	<u>Each Series</u>	<u>Total</u>
Office of the Director (including Administrative Staff and Security Staff)	5	10
Planning Staff	4	8
Supply Division	8	16
Procurement Division	5	10
Transportation Division	5	10
Printing Services Division	5	10
Real Estate & Construction Division	3	6

6. A tentative schedule and resume of the program to be presented is attached for the information and guidance of all concerned.

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JAMES A. GARRISON
Director of Logistics

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